



## EXAMINATION OPEN TO THE PUBLIC

### SUPERVISING CHEF

ANNUAL \$51,200  
SALARY: \$65,827

SALARY  
GROUP: TC 19

APPLICATION CLOSING  
DATE: NOVEMBER 24, 2014

EXAM  
NO: 141670OCDM

#### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** This class is accountable for performing in one of the following ways: (1) Acts as supervisor of food services in an institution serving up to 800 meals per day. (2) Acts as supervisor of all kitchen operations in an institution serving over 800 meals per day. (3) Department of Developmental Services, Southbury Training School: Acts as supervisor of a decentralized food service operation serving a minimum of 800 meals per day.

#### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **NOVEMBER 24, 2014**.

**GENERAL EXPERIENCE:** Five years of experience in the preparation of food on a large scale.

**SPECIAL EXPERIENCE:** Two years of the General Experience must have been in a lead capacity. NOTE: For State Employees this is interpreted at the level of Head Cook.

**SUBSTITUTIONS ALLOWED:** College training in hotel and/or restaurant management, nutrition, dietetics or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree.

**PHYSICAL REQUIREMENTS:** (1) Incumbents in this class must have adequate physical strength, stamina, physical agility, visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. (2) Incumbents must be free from communicable diseases. (3) A physical examination may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of institutional cooking methods and use and care of equipment; knowledge of comparative food costs and basic principles of dietetics; knowledge of health and safety requirements in food services; considerable interpersonal skills; considerable oral and written communication skills; skill in menu planning; ability to organize kitchen operation and develop efficient procedures for handling of food; ability to keep records and make reports; ability to utilize computer software; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

#### APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** **Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Supervising Chef include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Supervising Chef cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1)** Please include the size of the facility, the number of meals per day you personally were involved with preparing and/or serving, and your own specific duties. Include the types of equipment you have used and whether you have had responsibility in any of the following areas: food cost control, keeping an inventory of food and kitchen supplies, requisitioning food and kitchen supplies, planning or assisting in planning menus, writing or modifying recipes for food programs. **(2)** Describe your role in developing, implementing, or following policies for food service safety, storing and securing food supplies. **(3)** Be specific when describing your administrative and supervisory duties. Include the number and job titles of any staff that you supervised or led. Describe any responsibility you have had for providing formal instruction or on-the-job training; delegating work assignments, setting up and maintaining operational/staffing schedules, evaluating performance, handling disciplinary problems, keeping staff records and preparing reports. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by November 24, 2014.** **(5)** Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 **(Secure Fax #860-622-2875).** **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by January 12, 2015.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.